



Stevens Memorial Library
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ATTENDEES: Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

GUESTS: No guests attended.

PRESS: No press attended.

REFERENCE: The Director's Report is included as part of the minutes by reference.

CALL TO ORDER

- The meeting was called to order by Chairman Ed Vitone at 4:05 p.m.

APPROVAL OF AGENDA

A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to accept the agenda as presented and the vote was unanimous.

APPROVAL OF MINUTES

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to accept the February 3, 2015 meeting minutes as amended. The vote was unanimous.

DIRECTOR'S REPORT – Budget Update

- Per Director Emily Donnelly the library expenditures are at 65.38% and slightly below budget.
- Director Emily Donnelly informed the Trustees that the February 2015 numbers are only for the first half of the month.
- Director Emily Donnelly stated that the only remaining one-time expense is the security alarm testing.
- She noted that the library roof is reaching 25 years old and will bring this item to Capital Planning next year.
- The detailed breakdown of the budget is attached to this document and will also be available on the website under "Library Director's Report."

DIRECTOR'S REPORT – Library Status

- Director Emily Donnelly explained to the Trustees that Catherine will be weeding juvenile non-fiction next, and that is where a huge chunk of this budget line will go. Much (but less) will also go into replacing adult nonfiction, where there is a need, but it's not severe.

- She stated that Guardian will not be overseeing the public computers and that will be transferred from the Town's budget to the Library's.

A motion was made by Margaret Donovan and seconded by Paula St. Laurent Kuehl to request the transfer of the Guardian Line Item for the public computers to the library IT budget and the vote was unanimous.

- Paula Dowd suggested that the Director Emily Donnelly check into community service or contact students from our local high schools (Cushing Academy; Oakmont Regional High School or Monty Tech to ask them for help with the public computers to decrease maintenance costs.
- Director Emily Donnelly reviewed with the Trustees her upcoming maternity leave plans. She recommends hiring Catherine Callegari while she is out on maternity leave. She stated that she would have programming in place before she leaves.
- Candace Wright then asked if she and Catherine would keep in touch during the leave and possibly have Interim Library Director Catherine Callegari provide periodic reports for Director Emily Donnelly to review and comment. This will be reviewed again at the next Trustees meeting Candace Wright suggested that a "Program Plan" be prepared for the time Director Emily Donnelly will be on maternity leave and be presented in a future "Director's Report" before she goes on maternity leave.

A motion was made by Margaret Donovan and seconded by Candace Wright to back-fill Director Emily Donnelly position during maternity leave with a part time interim library director at \$25 per hour for 14 weeks – 15 hours per week and not to exceed 19 hours per week. This position will be filled by Catherine Callegari, and the motion was unanimous.

- Director Emily Donnelly gave a brief overview of the CWMARS plan for the library. Grants for the CWMARS are currently in review. Stevens Memorial Library must commit soon in order to become a member in January 2016. There is also the possibility to join for half the year.
- There was a lengthy discussion as to when to join CWMARS. Candace Wright suggested we join as soon as possible. Director Emily Donnelly stated that she preferred to join CWMARS when she returns from maternity leave.
- Candace Wright requested more information from Director Emily Donnelly and present it at the April 2015 meeting.
- Chairman Ed Vitone suggested that Director Emily Donnelly contact another library or libraries for a good timeline to commit to CWMARS.

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to transition to CWMARS and the vote was unanimous.

- The Director's Report is attached to this document and will also be available on the website under "Library Director's Report."

OLD BUSINESS:

- Trustees were photographed for the upcoming 2014 Town Report.
- It was noted that 37 voters attended the Town Caucus on February 23, 2015. There are two Trustee positions open and Candace Wright and Maggie Whitney were nominated for the positions. The Town Election is Tuesday, April 28, 2015.

Correspondence – Secretary

- Secretary Maggie Whitney handed out the “Minutes” document that listed the minutes from 2011 to 2015. With the input from Vice Chairman Margaret Donovan the Town Website, the Town Clerk and Stevens Memorial Library minutes are up-to-date and comply with the “Open Meeting Law” requirements under the *Massachusetts General Laws – Chapter 66*.
- Secretary Maggie Whitney asked permission to have the Library Policies reside on the Website and the Trustees agreed.
- Secretary Maggie Whitney asked if the Trustees were interested in joining the “Massachusetts Library Trustees Association” and after a brief discussion all were in agreement. The cost will be taken from the Professional Development line item in the budget.

A motion was made by Maggie Whitney and seconded by Candace Wright to join the “Massachusetts Library Trustees Association” at the cost of \$100 for the year which covers the Trustees Board and the vote was unanimous.

- Secretary Maggie Whitney stated that the “Friends” meeting will be held at the Stevens Memorial Library on Monday, March 16, 2015 at 7:00 p.m. in the Malcolm Stewart Room.
- She stated that she will ask to have the announcement placed on the AWCATV and the Town Website.

TREASURER REPORT

- Treasurer Paula St. Laurent Kuehl gave the Trustees a handout noting the financial picture which included Edward Jones, checks that cleared and incoming library cash transfers to Town Hall.
- No motion was made to accept the Treasurer’s Report and will be placed on the Tuesday, April 14, 2015 agenda for approval.

TRUSTEE CALENDAR

- Chairman Ed Vitone distributed the Trustees By-Laws for review, update and approval.
- The Trustee By-Laws were reviewed and after a brief discussion it was decided that Article II Section I be changed to move the Trustee meeting to the 3rd Tuesday of the month to be in sync with the availability of the financial data from the Town of Ashburnham and the Trust Fund.

- To ease into this change the next meeting of the Trustees will be Tuesday, April 14, 2015 and the next meeting will be May 19, 2015 the beginning of the new date change.

A motion was made by Candace Wright and seconded by Maggie Whitney to change Trustee meetings from the 1st Tuesday of the month to the 3rd Tuesday of the month to be in sync with the availability of the financial data with the Town of Ashburnham and the Trust Fund and the vote was unanimous.

- Article I Section III was discussed regarding election of new officers for the fiscal year and a change was needed as well.

A motion was made by Margaret Donovan and seconded by Paula St. Laurent Kuehl to elect the officers at the Trustees June monthly meeting and the vote was unanimous.

Library Director Probation

- Chairman Ed Vitone noted that Director Emily Director has successfully completed her probation and submit a letter stating same to Town Administrator Doug Briggs.

A motion was made by Maggie Whitney and seconded by Margaret Donovan to submit a letter to Town Administrator Doug Briggs noting the successful completion of probation of Director Emily Donnelly and the vote was unanimous.

NEW BUSINESS

Collection Development Policy

- The Trustees discussed the “Collection Development Policy” and suggested a few minor changes.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the policy as amended and the vote was unanimous.

TRUST FUND UPDATE & SPENDING POLICY

- Chairman Ed Vitone gave a brief overview of the trust funds and thanked Treasurer Paula St. Laurent Kuehl and Vice Chairman Margaret Donovan for their help in capturing the data.
- Chairman Ed Vitone noted that Debi Joslin from Edward Jones was very helpful and now will create a household account listing the individual trusts separately rather than a lump sum of all the trusts.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the “Trust Funds of Stevens Memorial Library” document prepared and submitted by Chairman Ed Vitone on February, 28, 2015 be approved and accepted by the Trustees and the vote was unanimous.

- Candace Wright applauded Chairman Ed Vitone’s dedication for this 78 page document.
- The Trust Funds review is ongoing.

Vice Chairman Margaret Donovan submitted a bill for \$60 from the 250th Ashburnham Committee for payment. The \$60 was for the purchase of (1) School Boy miniature statue, (2) baseball caps and (1) magnet. The invoice for payment will be submitted on the upcoming warrant.

ADJOURNMENT

A motion was made by Maggie Whitney and seconded by Paula St. Laurent Kuehl to adjourn the meeting at 6:02 p.m. and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Library Trustees Secretary